

## KEY INFORMATION SUMMARY PAGE

**Title of RFP:** Talbot County Detention Center Substance Use Disorder Services

**RFP Issue Date:** AUGUST 15, 2014

**Description of services:** Talbot County Health Department wishes to contract with a provider to successfully deliver substance use disorder treatment services to appropriate individuals housed in the Talbot County Detention Center.

**Minimum Requirements:**

- A. The Offeror must be licensed/certified by the Office of Health Care Quality or accredited by a national accrediting body to provide such services in the State of Maryland and must submit proof of such with their proposal.
- B. Individual providers employed by the Offeror must be appropriately credentialed and certified / licensed by the Board of Professional Counselors. Proof of such must be submitted with their proposal.

**Contract Term:** This anticipated contract shall commence on **October 1, 2014**, and shall expire on **June 30, 2015**, unless otherwise renewed at the sole discretion of the Department. The Contractor's satisfactory performance does not guarantee renewal of this contract.

**Electronic Funds Transfer:** Electronic Funds Transfer (EFT) is available. If the Contractor prefers payment via electronic funds transfer rather than by check, register using form COT/GAD X-10, Vendor Electronic Funds (EFT) Registration Request Form (Appendix E).

**Issuing Office:** Talbot County Health Department

**Issuing Office Point of Contact:**

Cornelius "Neil" Edwards, LCADC  
Talbot County Addictions Program  
100 South Hanson Street  
Easton, MD 21601  
410-819-5661  
Neil.edwards@maryland.gov

**Procurement Officer:**

Donna Hacker  
Director of Administration  
100 South Hanson Street  
Easton, MD 21601  
410-819-5629

**Contract Monitor:**

Cornelius "Neil" Edwards, LCADC  
Talbot County Addictions Program  
100 South Hanson Street  
Easton, MD 21601  
410-819-5661  
Neil.edwards@maryland.gov

**Deadline for receipt of proposals:** 4 p.m., Monday September 15, 2014.

**Proposals received at:**

Talbot County Health Department  
Attn: Katrina Hill  
Administrative Assistant  
100 South Hanson Street  
Easton, MD 21601

**Pre-proposal Conference:** A Pre-Proposal Conference will be held at the Talbot County Health Department, 100 South Hanson Street, Upper Conference Room, **3:00 p.m., August 25, 2014.** Please contact Katrina Hill at 410-819-5608 to confirm your attendance at the meeting.

**"THE REMAINDER OF THIS PAGE IS BLANK"**

# **TABLE OF CONTENTS**

## **I. SPECIFIC REQUIREMENTS OF PROPOSED CONTRACT**

- 1.0 Introduction
- 2.0 Background
- 3.0 Purpose
- 4.0 Services To Be Performed
- 5.0 Key Performance Indicators and Deliverables

## **II. ORGANIZATION OF PROPOSAL**

- 1.0 General Format
  - 1.1 Submission
  - 1.2 Transmittal Letter
- 2.0 Technical Proposal
  - 2.1 Format
  - 2.2 Summary of items to be submitted with proposal

## **III. EVALUATION AND SELECTION PROCEDURE**

- 1.0 Evaluation Committee
  - 1.1 Evaluation Criteria
  - 1.2 Evaluation Process
  - 1.3 Discussion/Revisions
  - 1.4 Best and Final Offers
  - 1.5 Debriefing of Unsuccessful Offerors
  - 1.6 Protests

## **IV. RFP INFORMATION AND INSTRUCTIONS**

- 1.0 Proposal Information
  - 1.1 Pre-Proposal Conference
  - 1.2 Questions and Inquiries
  - 1.3 RFP Revisions
  - 1.4 Confidentiality of Proposals
  - 1.5 Duration of Offer
  - 1.6 Modifications or Withdrawals
  - 1.7 Late Actions
  - 1.8 Rights of the Procurement Officer
  - 1.9 Incurred Expenses
  - 1.10 Verification of Tax Payment/Registration
  - 1.11 Delivery/Handling of Proposals

## **TABLE OF CONTENTS - (Continued)**

### **2.0 Contract Information**

- 2.1 Duration of Contract
- 2.2 Payment Terms/Billing
- 2.3 Subcontracting
- 2.4 Contract Document
- 2.5 Affidavits
- 2.6 Insurance Requirements
- 2.7 Amendments
- 2.8 Substitution of Personnel
- 2.9 Federal Exclusion Requirements
- 2.10 Compliance with Federal HIPAA and State Confidentiality Law
- 2.11 Limited English Proficiency
- 2.12 Mandatory Contract Clauses

### **V. CONTRACT DOCUMENT**

### **VI. APPENDICES**

**“THE REMAINDER OF THIS PAGE IS BLANK”**

## **LIST OF APPENDICES**

Appendix A:	Pre Bid Conference Response Form
Appendix B:	Standard Addendum for Means of Delivering Bids or Proposals
Appendix C:	HIPAA Business Associate Agreement
Appendix D:	Bid/Proposal Affidavit
Appendix E:	Contract Affidavit
Appendix F:	Bid Pricing Instructions & Form
Appendix G:	Non-Disclosure Agreement
Appendix H:	Conflict of Interest Affidavit & Disclosure
Appendix I:	Living Wage Requirements for Service Contracts
Appendix J:	Vendor Electronic Funds Transfer (EFT) Registration Request Form
Appendix K:	Federal Funds Attachment
Appendix L:	Minority Business Enterprise Forms
Appendix M:	Mercury Affidavit
Appendix N:	Veteran-Owned Small Business Enterprise
Appendix O:	Location of Performance of Services Disclosure
Appendix P:	DHR Hiring Agreement
Appendix A:	Pre Bid Conference Response Form
Appendix B:	Standard Addendum for Means of Delivering Bids or Proposals
Appendix C:	HIPAA Business Associate Agreement
Appendix D:	Bid/Proposal Affidavit
Appendix E:	Contract Affidavit
Appendix F:	Bid Pricing Instructions & Form
Appendix G:	Non-Disclosure Agreement
Appendix H:	Conflict of Interest Affidavit & Disclosure
Appendix I:	Living Wage Requirements for Service Contracts
Appendix J:	Vendor Electronic Funds Transfer (EFT) Registration Request Form
Appendix K:	Federal Funds Attachment
Appendix L:	Minority Business Enterprise Forms
Appendix M:	Mercury Affidavit
Appendix N:	Veteran-Owned Small Business Enterprise
Appendix O:	Location of Performance of Services Disclosure
Appendix P:	DHR Hiring Agreement

## **PART I**

### **SPECIFIC REQUIREMENTS OF PROPOSED CONTRACT**

#### **1.0 INTRODUCTION**

The Talbot County Health Department, a unit of the Department of Health and Mental Hygiene of the State of Maryland, hereinafter called the “Department” or “TCHD”, is soliciting proposals from qualified offerors to provide Substance Use Disorder Services (SUD) to the client population currently housed within the Talbot County Detention Center.

The Offeror must be approved by the Office of Health Care Quality and/or a national accrediting organization (e.g., JCAHO or CARF) to provide such services in the State of Maryland and must submit copies of licenses of all physicians, nurse practitioners, and/or counselors that will be providing service under this contract. The Offeror must also identify a Director who will be responsible for ensuring the performances of duties.

#### **2.0 BACKGROUND**

Talbot County Health Department has previously provided Substance Abuse Disorder Services as described.

#### **3.0 PURPOSE**

The Department wishes to contract with a provider to successfully deliver SUD services beginning in fiscal year 2015.

#### **4.0 SERVICES TO BE PERFORMED**

##### **A. Assessments**

- a). The Contractor will perform assessments using at a minimum the Treatment Assignment Protocol (TAP). The assessment is scheduled and completed after the inmate application is received and approved by the Detention Center staff and TCAP.

##### **B. Treatment Planning**

- a). The Contractor shall provide individual counseling and comprehensive treatment planning services for targeted population as specified in COMAR.
- b). The Contractor must comply with COMAR Title 10 Subtitle 47 including but not limited to a Treatment Plan Review not less than every 90 days.

- d). The Contractor must comply with the conditions of award for recipients of the Department of Health and Mental Hygiene (DHMH) funding.

### **C. Group Counseling**

- a). There is to be one Group Counseling Session per week to last 60 minutes per episode.

### **D. Discharge Planning**

- a). At the time the participant is to be released from the detention center, an appropriate referral will be made within the community where the participant intends to reside in order to continue with substance use counseling and receive other necessary services.

## **5.0 DELIVERABLES AND KEY PERFORMANCE INDICATORS**

### **A. Assessments**

- a). The Contractor will provide clinical assessments to those clients who are referred by the Department within 5 business days.
- b). The Contractor shall document the results and treatment recommendations in the client record in a clear and understandable format.
- c). Record documentation must include, but is not limited to:
  - 1) TAP
  - 2) Psycho-Social
  - 3) HIV pre-test counseling
  - 4) All demographic and treatment information
  - 5) Authorizations to Release Confidential Information
  - 6) Treatment Plans
  - 7) Progress Notes

### **A.3 Duties of the Department**

- a). The Department shall receive all referrals and maintain a referral log.
- b). The Department staff shall either make the patient's appointment with the Contractor **or** provide the client with the Contractor's contact information.

- c). The Department shall assure the completed application form is forwarded to the Contractor.

#### **A.4 Compensation**

- a) TCHD will compensate the provider in accordance with the established rates. If Grant Funding should be reduced or eliminated, the Contractor will be notified as quickly as possible.
- b) The payments will be made monthly, upon receipt of a properly prepared invoice from the Contractor.
- c) No compensation will be paid to the Contractor for any service not covered under this contract.
- d) The Contractor shall be paid at the rate of
  - \$142.00 Per Assessment
  - \$250.00 Per Group
  - \$ 60.00 Per 30-minute Individual Counseling Session
- e) Start-up costs, pending Department approval of a submitted budget, may not exceed \$5,000.00

#### **B.2 Quality Assurance**

- a). The Contractor's Director shall be responsible for maintaining quality assurance standards and quality patient care at the clinic site covered by this contract.
- b). The Contractor must permit the DHMH and TCHD staff to conduct on-site quality assurance visits, chart reviews, review of the Contractor's clinic policy and procedure manuals, clinic budget expenditures, invoices and other data related to this contract at a mutually agreed upon time.
- c). The Contractor must maintain health clinic policy and procedure manuals signed by the Director. The Contractor must assure that all clinic providers have reviewed and adhere to all policies.
- d). The Contractor must maintain a file for each clinical provider, which includes the following information:
  - 1). His/her resume,
  - 2). Medical license or certification,
  - 3). Signed confidentiality statement,
  - 4). Job Description



- e). The Contractor must inform the Department immediately if and when a change in direct care delivery staff is made by the Contractor.
- f). The Contractor must provide DHMH and/or TCHD access to the clinical providers documents upon request.
- g). The Contractor must maintain client records that are legible, appropriately documented and completed in a timely manner. Client's charts and other medical information must be kept secure and confidential. The Contractor agrees to utilize SMART or another recognized electronic health record.

**“THE REMAINDER OF THIS PAGE IS BLANK”**

## **PART II**

### **ORGANIZATION OF PROPOSAL**

#### **1.0 GENERAL FORMAT**

##### **1.1 Submission**

- A. Offerors shall submit **two (2) original** copies of the technical proposal in a sealed envelope.
- B. The envelope shall be labeled with the following:
  - 1). The offerors name and business address,
  - 2). The due date/time of proposals, and
  - 3). The title of the RFP.
- C. All pages in the technical proposals must be numbered, either consecutively from beginning to end, or consecutively by section.

##### **1.2 Transmittal Letter**

Technical proposals are to be accompanied by a brief transmittal letter prepared on the offerors' letterhead, and signed by an individual who is authorized to commit the offeror to the services and requirements as stated in the RFP and proposals. This transmittal letter shall include:

- A. The name, title, address, telephone number and e-mail address of the person authorized to bind the offeror to the contract, who will receive the official notices concerning this RFP; and,
- B. The Offerors' Federal Tax Identification Number or Social Security Number.
- C. Acknowledgment of the receipt of any amendments/addenda to the RFP.

#### **2.0 TECHNICAL PROPOSAL**

##### **2.1 Proposals shall be clear and precise and shall affirmatively address all points as outlined Part I, Section 4.0. All offerors shall present their technical proposals in the following manner:**

###### **A. Statement of the Problem**

The offeror shall clearly demonstrate an understanding of the objectives and goals of the Department as well as an understanding of the scope of work, which is the subject of this solicitation. This section shall include an analysis of the effort and the resources, which will be needed to realize the Department's objectives.

B. Proposed Work Plan

The offeror shall give a definitive description of the proposed plan to meet the requirements of the RFP. It shall include specific methodology and techniques to be used by the offeror in providing the required services as outlined in the "Services to Be Performed" section of the RFP. The description should include an outline of the overall management concepts employed by the offeror and a project management plan, including project control mechanisms.

C. Corporate Qualifications

The offeror shall describe the overall capabilities of the organization to meet the requirements of the RFP. Licensure and certification compliance should be addressed and proof of each should be included as an appendix. Include descriptions of selected engagements for other clients involving services similar or equal to those requested in this RFP that have been successfully performed, as well as the process used to insure that all deliverables were met or exceeded the needs of the customer. Further, the proposal should include a minimum of three references from firms, organizations, a point of contact, and telephone number. The RFP should state that the evaluators retain the right to contact these or any other references of their choosing as part of the evaluation and selection process, or not to contact some or all references as deemed appropriate.

If the offeror is a subsidiary of a larger company or otherwise related to other companies, an organizational chart should be included which displays the relationship of the offeror to the parent and other subsidiaries. Any apparent or potential conflicts of interest must be addressed.

The offeror must include in their proposal a commonly accepted method to prove its fiscal integrity. Some acceptable methods include, but are not limited to one or more of the following:

- a. Dunn and Bradstreet Rating,
- b. Standard and Poor's Rating,
- c. Recently audited (or best available) financial statements,
- d. Line(s) of Credit,
- e. Evidence of a successful financial track record, and
- f. Evidence of adequate Working Capital.

The offeror must include a Legal Action Summary in their technical proposal. This summary must include:

- a. A statement as to whether there are any outstanding legal actions or potential claims against the offeror and a brief description of any such action.
- b. A brief description of any settled or closed legal actions or claims against the offeror over the past five (5) years.

- c. A description of any judgments against the offeror within the past five (5) years, including the case name, number, court and what the final ruling or determination was from the court.
- d. In instances where litigation is ongoing and the offeror has been directed not to disclose information by the court, provide the name of the judge and location of the court.
- e. Describe how the offeror is configured managerially, financially and individually so as to afford the assurance that it can execute a contract successfully.

#### D. Experience and Qualifications of Proposed Staff

The offeror shall describe in detail how the proposed staff's experience and qualifications relate to the specific responsibilities as detailed in the work plan. Include individual resumes of the key personnel who are to be assigned to the project if the offeror is awarded the contract. Each resume shall include the amount of experience the individual has had relative to the work called for in this solicitation. Letters of intended commitment to work on the project should be included in this section.

Provide an Organizational Chart outlining personnel and their related duties to include job titles.

Individual licenses and certificates should be provided in this section of the proposal.

### 2.2 Summary of items to be completed and submitted with the Technical Proposal

- 1). Bid/Proposal Affidavit  
State procurement regulations require that each proposal submitted by an offeror include a Bid/Proposal Affidavit. A copy of this Affidavit is included as Appendix C of Part VI of this RFP.
- 2). Reference
- 3). Organizational Chart
- 4). Proof of License or Certification of Organizations and Staff
- 5). Fiscal Integrity Documentation
- 6). Legal Action Summary
- 7). Confidentiality Statement with justification (Identify any section of the proposal that is considered "trade secrets" and/or confidential or proprietary information. For a detailed explanation of this requirement, see Part IV, Section 1.4 Confidentiality of Proposals.)

- 8). The offerors plan to comply with data submission utilizing SMART or a comparable system, which is capable of formatting data as required.
- 9). A plan for assuring written policies and procedures are in place, reviewed regularly by staff and signed off by staff.
- 10). The offeror's days and hours of service delivery will be determined in conjunction with Detention Center authorities.

**"THE REMAINDER OF THIS PAGE IS BLANK"**

## **PART III**

### **EVALUATION AND SELECTION PROCEDURE**

#### **1.0 Evaluation Committee**

A committee will conduct the evaluation of proposals. Proposals will be reviewed as a preliminary matter by the Procurement Officer to determine if they meet any of the minimum requirements set forth in the Key Information Summary and Part I Section 1.0. Proposals that do not meet the minimum requirements, or are otherwise found not reasonably susceptible for award will not be considered further. During the evaluation process, the committee may request technical assistance from any source. Technical proposals will be evaluated in accordance with the criteria listed in Part III, Section 1.1 Below.

#### **1.1 The evaluation criteria set forth below:**

1. Agency ability to meet mandatory requirements
  - a). Demonstration of commitment to quality assurance
  - b). Overall capability to meet requirements of the RFP
  - c). Capacity for data collections and report submission
2. Staff qualifications/credentials
  - a). Experience in Substance Use Disorder Services
  - b). Recognized credential (License or Certification)
  - c). If certified, the license of the supervisor
3. Internal structure for:
  - a). Policies and procedure
  - b). Record keeping and documentation
  - c). Plan for service delivery to non-English speaking clients
4. Documentation of Fiscal Integrity

#### **1.2 Evaluation Process**

The Procurement Officer will first determine if all minimum requirements as specified in the RFP have been met. Any offeror who does not meet minimum requirements will be declared “not responsible.” The committee will then evaluate each technical proposal using the evaluation criteria set forth above. As part of this evaluation, the Committee may hold discussions with all qualified or potentially qualified offerors (see Section 1.3 below). Only those offerors whose technical proposals are ultimately deemed reasonably susceptible of being selected for award and who are determined “responsible” will be considered “qualified offerors.” Accordingly, if the committee, with the concurrence of the Procurement Officer, determines at any time that an offeror is not reasonably

susceptible of being selected for award, or the Procurement Officer determines an offeror not to be responsible, the offeror will be notified.

The committee will recommend the offeror whose overall proposal provides the most advantageous offer to the State considering the evaluation criteria set forth in the RFP.

As permitted by COMAR 21.05.03.03A(6), the Procurement Officer and agency head may accept or decline any or all recommendations from the committee. Nevertheless, in each case, the criteria set forth in Part III; Section 1.1 will govern the decision.

### 1.3 Discussions

The Evaluation Committee may enter into discussions with qualified or potentially qualified offerors as set forth in COMAR 21.05.03.03.C. Discussions however need not occur (See COMAR 21.05.03.02.A (4)). Offerors may be asked to participate in face-to-face discussions with the committee or other State representatives concerning their proposal. Discussions may also be conducted via teleconference or may take the form of questions to be answered by the offerors conducted by mail, E-mail or facsimile transmission at the discretion of the Department.

### 1.4 Best and Final Offers

When it is deemed in the best interest of the State, the Procurement Officer may permit qualified offerors to revise the proposal by submitting a Best and Final Offer (BAFO). The Procurement Officer shall notify each qualified offeror of the scope of the requested BAFO, and shall establish a date and time for the offerors submission. The Procurement Officer may require more than one series of discussions and BAFOs for the proposal if the agency head or designee makes a determination that it is in the State's best interest to conduct additional discussions or change the Department's requirements and require another submission of a BAFO. If more than one BAFO is requested, an offeror's immediate previous offer shall be construed as its best and final offer unless the offeror submits a timely notice of withdrawal or another BAFO. The Procurement Officer may consult with and seek the recommendation of the Evaluation Committee during the best and final offer process.

### 1.5 Debriefing of Unsuccessful Offerors

Unsuccessful offerors shall be debriefed upon their written request to the Procurement Officer. The Department shall honor requests for debriefing at the earliest permissible time.

## 1.6 Protests

The State of Maryland provides formal procedures for any offeror to protest the award or the proposed award of a contract. All protests must be filed in accordance with Md. Code Ann., St. Fin. & Proc. §15-215 through §15-223 and with COMAR 21.10.02.

**“THE REMAINDER OF THIS PAGE IS BLANK”**



## **PART IV**

### **GENERAL INFORMATION AND INSTRUCTIONS**

#### **1.0 PROPOSAL INFORMATION**

##### **1.1 Pre-proposal Conference (See Key Information Summary Sheet for location, time, etc.)**

While attendance at the pre-proposal conference is not mandatory, the information presented may be informative. All interested offerors are encouraged to attend in order to be better able to prepare an acceptable proposal.

In order for the Department to prepare for this conference, prospective attendees are requested to telephone, Katrina Hill, 410-819-5608 no later than Monday, August 18, 2014 to provide notice of the anticipated number of individuals who will attend, as well as to provide acknowledgment of receipt of the RFP.

Any individual interested in attending the pre-proposal conference who is in need of an accommodation due to his/her disability should contact the office a minimum of five working days prior to the conference to request the necessary accommodation.

##### **1.2 Questions and Inquiries**

Questions may be submitted in writing to the Issuing Office Point of Contact in advance of the pre-proposal conference. As practical and appropriate, the answers to these pre-submitted questions will be provided at the pre-proposal conference. Additionally, questions, both oral and written, will be accepted from the prospective offerors attending the pre-proposal conference and will be answered at this conference or in a subsequent transmittal.

Subsequent to the pre-proposal conference, the Department will accept written questions until there is insufficient time for a response to impact on a proposal submission. Questions that have not been previously answered and that are deemed to be substantive in nature will be answered only in writing, with both the question(s) and answer(s) being distributed to all persons known to have obtained the RFP.

Should a potential offeror identify alleged ambiguities in the specifications or contract provisions provided in this RFP, or should there be doubt as to the meaning or intent of any section or subsection herein, the potential offeror must request clarification from the Procurement Officer prior to the proposal due date. Failure to do so may prevent consideration of a future protest. (See COMAR 21.10.02.03).

### 1.3 RFP Revisions

If it becomes necessary to revise any part of this RFP, addenda will be provided to all persons known to have received the RFP. Acknowledgment of receipt of all amendments, addenda and changes issued shall be required from all persons receiving the RFP. Failure to acknowledge receipt of addenda will not excuse any failure to comply with the contents of the addenda.

### 1.4 Confidentiality of Proposals

The copy marked "PIA" of any proposal submitted in response to this RFP must identify all parts of the technical proposal that the offeror deems to contain trade secrets or information of a confidential and/or proprietary nature. (See Part II, Section 1.1,A). This copy must also include a statement by the offeror regarding the rationale for the parts so identified. Compliance with this requirement is set forth in Part IV, Section 2.14, #2. Note that a blanket statement by an offeror that its entire proposal is confidential or proprietary is unacceptable.

### 1.5 Duration of Offer

A proposal submitted in response to this solicitation is binding upon the offeror and is considered irrevocable for a minimum of 120 days following the closing date for receipt of initial proposals or the closing date for or receipt of a best and final offer, if any. This period may be extended by written mutual agreement between the offeror and the Department.

### 1.6 Modifications or Withdrawals

Proposals may be modified or withdrawn by written notice to TCHD prior to the closing date/deadline for receiving proposals. A facsimile transmission or telegram is also acceptable for this purpose; however offerors are advised to document the exact date/time of transmission. A printed fax confirmation sheet is sufficient or, in the case of a telegram, a written confirmation from the telegraph office showing the date/time that the original message was received from the offeror at the telegraph office.

### 1.7 Late Actions

A proposal, request to withdraw a proposal or modification to a proposal is late, if TCHD does not receive it by the closing date and time at the place designated for receipt of proposals (See Key Information Summary Sheet). A late proposal, late request for withdrawal, or late modification will not be considered, except under the following circumstances:

- A. When a late proposal is received before contract award and the proposal, modification or withdrawal would have been timely but for the action or inaction of State personnel directing the procurement activity or by the action or inaction of their employees.

- B. A late modification of a successful proposal, which makes its terms more favorable to the State, shall be considered at any time it is received and may be accepted at the sole discretion of the Department. (See COMAR 21.05.02.10)

#### 1.8 Rights of Procurement Officer

The Procurement Officer reserves the right to cancel this RFP, in whole or in part, to reject any or all proposals, to waive minor irregularities in proposals, and/or allow the offeror to correct a minor irregularity if the best interest of the State will be served by so doing. Additionally, the Procurement Officer, at his/her discretion, may negotiate with all qualified (or potentially qualified) offerors in an effort to serve the best interest of the State of Maryland.

#### 1.9 Incurred Expenses

The State of Maryland is not responsible for any expenses incurred by the offeror in preparing and submitting a proposal in response to this RFP.

#### 1.10 Corporate Registration/Verification of Tax Payment

All corporations doing business in Maryland are required by law to be registered with the State of Maryland's Department of Assessments and Taxation, and the Department of Labor, Licensing and Regulation. Corporations that are not incorporated within the State of Maryland are required to have a resident agent. The resident agent must be either an individual (not the corporation itself) with an address within the boundaries of Maryland or a corporation that represents other corporations as a resident agent. Further, both corporations and individuals must verify that they carry no tax liability by contacting the Comptroller's Office.

The successful offeror shall be responsible for ensuring that all subcontractors meet these requirements, and further, that the contractor and all subcontractors shall meet these requirements for the duration of the contract, including option years.

Any potential offeror who has questions concerning this requirement is advised to contact the Department of Assessments and Taxation at 410-767-1330. It is strongly recommended that potential offerors and subcontractors be completely registered prior to the due date for receipt of proposals. Failure to register may result in an offeror's proposal being deemed unacceptable.

#### 1.11 Delivery/Handling of Proposals

Offerors may either mail or hand-deliver proposals. Hand-delivery includes delivery by commercial carrier. For any type of direct (non-mail) delivery, offerors are advised to secure a dated, signed and time-stamped (or otherwise indicated) receipt of delivery. (See Part VI, Appendix B, "Standard Addendum for the Means of Delivering Bids and Proposals.")

Proposals will not be opened publicly, but will be opened in the presence of at least two State employees. After the established due date, a Register of Proposals will be prepared to identify each offeror. The register of proposals will be open to inspection only after the Procurement Officer makes a determination recommending the award of the contract.

Proposals and modifications will be shown only to State employees, members of the Evaluation Committee, or other persons deemed by the Department to have a legitimate interest in them.

## **2.0 CONTRACT INFORMATION**

### **2.1 Duration of Contract**

The contract resulting from this RFP shall be for a period as stated on the Key Information Summary Sheet. All options shall be exercised at the sole discretion of the Department. The requirements for delivery of service may change and need to be negotiated annually prior to the renewal option being exercised.

If the contract does not commence on the date stated, the contract shall be effective from the actual commencement date through June 30, 2015.

At the sole discretion of the Department, any contract awarded as a result of this RFP may be renewed for up to two years in order to maintain continuity of care or to assure the continued delivery of essential services pending award of a subsequent contract. In the event of an extension:

- 1). All terms and conditions of the contract in force prior to the extension shall continue in force in the extended contract, and
- 2). Compensation to the vendor shall be prorated, based on the most recent payment figure.

### **2.2 Invoicing/Payment**

#### **A. Invoicing**

- 1). The contractor shall submit a bill to the Department monthly for Services provided.
- 2). The contractor shall submit the invoice to Cornelius "Neil" Edwards, 100 South Hanson Street, Easton, MD 21601.
- 3). All invoices must at a minimum be signed and dated in addition to including:
  - a). The contractors name and mailing address,
  - b). The contractors Federal Identification Number or Social Security Number,
  - c). The time period covered by the invoice, and

- d). The amount of requested payment.
- 4). The Contractor shall bill the Department at the established rates.
- 6). The Contractor shall not bill the Department for any client not referred by the agency or for any services outside the scope of this agreement.

**B. Payment**

Electronic Funds Transfer (EFT) is available. If the Contractor prefers payment via electronic funds transfer rather than via check, register using form COT/GAD X-10 Vendor Electron Funds (EFT) Registration Request Form (Appendix J).

The Department reserves the right to reduce or withhold contract payment in the event the contractor does not provide the Department with all required deliverables within the time frame specified in the contract or in the event that the contractor otherwise materially breaches the terms and conditions of the contract until such time as the contractor brings itself into full compliance with the contract.

Any action on the part of the Department, or dispute of action by the contractor, shall be in accordance with the provisions of Md. Code Ann. St. Fin. & Pro. §15-215 through §15-223 and with COMAR 21.10.02.

- C. Funding for any contract resulting from this RFP is dependent upon appropriations from the Maryland General Assembly.

## 2.3 Subcontracting

Under this offer, subcontracting is not acceptable.

## 2.4 Contract Document

Part V of this RFP will serve as the contract between the Department and the successful offeror for the services detailed in Part I of this RFP. All requirements, conditions and stipulations contained therein shall prevail once all mandated approvals have been received and the Department and the successful vendor execute the contract.

## 2.5 Contract Affidavit

All offerors are advised that, if a contract is awarded as a result of this RFP, the successful offeror will be required to complete a Contract Affidavit as set forth in Appendix E. The Contract Affidavit must be submitted within ten (10) business days of being notified of being recommended for award.

## 2.6 Insurance Requirements

Prior to commencing work on this contract, the Contractor shall provide the Department with a Certificate of Insurance for itself and any subcontractor under the agreement covering claims arising from the operations provided under the contract. These insurance coverages shall include the following, as well as any insurance as necessary and required by the U.S. Longshoreman's and Harbor Worker' Compensation Act, the Federal Employers' Liability Act, and any other applicable statute:

### 1). Commercial General Liability

A minimum limit of liability of one million dollars (\$1,000,000.00), combined single limit, for bodily injury and property damage coverage per occurrence including the following coverage:

- a). Contractual Liability
- b). Premises and Operations
- c). Independent Contractors
- d). Products and Completed Operations

### 2). Professional Liability

Professional liability insurance covering errors and omissions and negligent acts committed during the period of contractual relationship with the TCHD with a limit of at least one million dollars (\$1,000,000.00) per claim and a maximum deductible of \$25,000.00. The Contractor agrees to provide a one-year discovery period under this policy.

### 3). Worker's Compensation/Employers' Liability

Meeting all statutory requirements of the State of Maryland Law and with the minimum Employers' Liability limit:

- a). Bodily Injury by Accident -- \$100,000 each accident
- b). Bodily Injury by Disease --- \$500,000 policy limits
- c). Bodily Injury by Disease ---- \$100,000 each employee

All insurance shall be in a type acceptable to the State of Maryland. Any self-insurance program must be documented, including any necessary regulatory approval.

The Contractor will name **Talbot County Health Department** as an Additional Named Insured on all liability policies (Worker's Compensation excepted) and provide certificates of insurance evidencing the coverage prior to the commencement of any activities.

## 2.7 Amendments

Any amendment to this contract must first be agreed to in writing by both parties and approved by the Procurement Officer or other authorized officer of the Department, subject to any additional approvals as may be required by law. No amendment to this contract shall be binding unless so approved.

## 2.8 Substitution of Personnel

All personnel described in the contractor's proposal, or identified at the initiation of the contract, shall perform continuously for the duration of the contract, and for so long as performance is satisfactory to the Department's Contract Monitor. The Contract Monitor will give written notice of performance issues to the contractor, clearly describing the problem and delineating remediation requirement(s). The contractor shall respond with a written remediation plan within three business days and implement the plan immediately upon written acceptance of the Contract Monitor. If performance issues persist, the Department's Contract Monitor may give written notice or request the immediate removal of person(s) whose performance is at issue, to include the Medical Director, and determine whether a substitution is required.

The contractor may not substitute personnel, other than by reason of an individual's death, sudden illness or termination from employment, without the prior written approval of the Contract Monitor. To replace any personnel specified in the contractor's proposal, the contractor shall submit the resumes of the proposed substitute personnel to the Contract Monitor for approval at least two weeks prior to the effective date of substitution. All proposed substitute personnel shall have qualifications at least equal to those of the replaced personnel, and shall be approved by the Contract Monitor.

## 2.9 Federal Department of Health and Human Services (DHHS) Exclusion Requirement

The Contractor agrees that it will comply with federal provisions (pursuant to §§1128 and 1156 of the Social Security Act and 42 CFR 1001) that prohibit payments under certain federal health care programs to any individual or entity that is on the List of Excluded Individuals/Entities maintained by DHHS. By executing this contract, the Contractor affirmatively declares that neither it nor any employee is, to the best of its knowledge, subject to exclusion. The Contractor agrees further, during the term of this contract, to check the List of Excluded Individuals/Entities prior to hiring or assigning individuals to work on this contract, and to notify OOE immediately of any identification of the contractor or an individual employee as excluded, and of any DHHS action or proposed action to exclude the contractor or any contractor employee.

## 2.10 Compliance with Federal HIPAA and Confidentiality Laws

- A. The Contractor acknowledges its duty to become familiar with and comply, to the extent applicable, with all requirements of the federal Health Insurance Portability and Accountability Act (HIPAA), 42 U.S.C. § 1320d et seq. and implementing regulations including 42 CFR. The Contractor also agrees to comply with the Maryland Confidentiality of Medical Records Act (Md. Code Ann. Health-General §§4-301 et seq., MCMRA). This obligation includes:
1. As necessary, adhering to the privacy and security requirements for protected health information and medical records under federal HIPAA and State MCMRA and making the transmission of all electronic information compatible with the federal HIPAA requirements;
  2. Providing training and information to employees regarding confidentiality obligations as to health and financial information and securing acknowledgment of these obligations from employees to be involved in the contract; and
  3. Otherwise providing good information management practices regarding all health information and medical records.
- B. Based on the determination by the Department that the functions to be performed in accordance with the Services to Be Performed set forth in Part 1 constitute business associate functions as defined in HIPAA, the selected offeror shall execute a business associate agreement as required by HIPAA regulations at 45 CFR §164.501 and set forth in Appendix A. The fully executed business associate agreement must be submitted within 10 working days after notification of selection, or within 10 days after award, whichever is earlier. Upon expiration of the ten-day submission period, if the Department determines that the selected offeror has not provided the HIPAA agreement required by this solicitation, the Procurement Officer, upon review of the Office of the Attorney General and approval of the Secretary, may withdraw the recommendation for award and make the award to the next qualified offeror.



- C. Protected Health Information as defined in HIPAA regulations at 45 CFR 160.103 and 164.501, means information transmitted as defined in the regulations, that is individually identifiable; that is created or received by a healthcare provider, health plan, public health authority, employer, life insurer, school or university, or healthcare clearinghouse; and that is related to the past, present, or future physical or mental health or condition of an individual, to the provision of healthcare to an individual, or to the past, present, or future payment for the provision of healthcare to an individual. The definition excludes certain education records as well as employment records held by a covered entity in its roles as employer.

## 2.11 Limited English Proficiency

The Contractor shall provide equal access to public services to individuals with limited English proficiency in compliance with Md. Code Ann., State Gov't Article, §§10-1101 et seq., and Policy Guidance issued by the Office of Civil Rights, Department of Health and Human Services, and DHMH Policy 02.06.07.

## 2.12 Standard Contract Clauses

All vendors should thoroughly review the following mandatory contract issues. Upon contract award, the successful offeror will be required to fully abide by these provisions in addition to the actual delivery of services as detailed in Part I of this RFP.

Both Parties agree that the following standard contract provisions are hereby incorporated into and made an integral part of this RFP and resulting contract, if any.

### 1. Financial Disclosure

The Contractor shall comply with the provisions of Section 13-221 of the State Finance and Procurement Articles of the Annotated Code of Maryland, which requires that every business that enters into contracts, leases or other agreements with the State of Maryland or its agencies during a calendar year under which the business is to receive an aggregate of \$100,000 or more, shall within 30 days of the time when the aggregate value of these contracts, leases or other agreements reaches \$100,000, file with the Secretary of State of Maryland certain specified information to include disclosure of beneficial ownership of the business.

### 2. Public Information Act Notice

Offerors should give specific attention to the identification of those portions of their proposals that they deem to be confidential, proprietary information or trade secrets and provide any justification why the identified materials, upon request, should not be disclosed by the State under the Access to

Public Records Act, State Government Article, Title 10, Subtitle 6, Annotated Code of Maryland. The justification in support of non-disclosure must accompany the PIA copy of the proposal. Upon request for information from a third party, the Procurement Officer is required to make an independent determination as to whether the information may or may not be disclosed. A blanket statement by an offeror that its entire proposal is confidential or proprietary is unacceptable.

3. Approvals

This contract may be subject to the approval of the Talbot County Government, Department of Health and Mental Hygiene, Office of the Attorney General and the Maryland Department of Budget and Management.

4. Multi-Year Contract

If the General Assembly fails to appropriate funds, or if funds are not otherwise made available for continued performance of the contract for any fiscal period of the contract succeeding the first fiscal year, the contract shall be automatically cancelled as of the beginning of the fiscal year for which funds were not appropriated or otherwise made available; provided however, that this will not affect either the Department's rights or the Contractor's rights under any other termination clause in the contract. The effect of termination of the contract hereunder will be to discharge both the Contractor and the Department from future performance of the contract, but not from their rights and obligations existing at the time of termination. The Contractor shall be reimbursed for the reasonable value of any non-recurring costs incurred, but not amortized in the price of the Contract. The Department shall notify the Contractor as soon as it has knowledge that funds may not be available for the continuation of this Contract for each succeeding fiscal period beyond the first.

5. Modification of Contract – General

This contract may be modified as the Department and the Contractor mutually agree in writing (subject to any necessary approvals). No amendment may change significantly the scope of the original solicitation. An amendment to this contract does not alter the other terms of the contract, except to the extent necessary to make them consistent with the amendment. This contract may not be amended to provide salary and wage increases for the Contractor's employees with the intention of making these increases consistent with salary and wage increases given to employees of the State except as provided in Title 10, Section 10-905 of the Health-General Article, Annotated Code of Maryland.

6. Non-Hiring of State Employees

No official or employee of the State of Maryland, as defined under State Government Article, §15-102, Annotated Code of Maryland, whose duties as an official or employee include matters relating to or affecting the subject matter of this contract, shall during the pendency and term of this contract and while serving as an official or employee of the State become or be an employee of the contractor or any entity that is a subcontractor of this contract.

7. Conflict of Interest Law

It is unlawful for any State officer, employee, or agent to participate in his official capacity through decision, approval or disapproval, recommendation, advice or investigation in any contract or other matter in which he, his spouse, parent, minor child, brother, or sister has a financial interest or to which any firm, corporation, association, or other organization in which he has a financial interest or in which he is serving as an officer, director, trustee, partner, or employee, or any person or organization with whom he is negotiating or has any arrangement concerning prospective employment, is a party, unless such officer, employee or agent has previously complied with the provisions of the Maryland Code Annotated, State Gov't. Article, §15-501 et seq.

8. Disputes

This contract shall be subject to the provisions of the Annotated Code of Maryland, State Finance and Procurement Article, Title 15, Subtitle 2, and COMAR 21.10. In accordance with the requirement of COMAR 21.10.04.02, the Contractor must file a written notice of a claim with the Procurement Officer within thirty days after the basis for the claim is known or should have been known, whichever is earlier, but no later than the date final payment is made under the contract. Pending a resolution of a claim, the Contractor shall proceed diligently with the performance of the contract in accordance with the Procurement Officer's decisions.

9. Maryland Law Prevails

The Provisions of this contract shall be governed by the laws of the State of Maryland.

10. Non-Discrimination in Employment

The Contractor agrees: (a) not to discriminate in any manner against an employee or applicant for employment because of race, color, religion, creed, age, sex, marital status, national origin, ancestry or disability of a qualified individual with a disability; (b) to include a provision similar to that contained in subsection (a) above, in any subcontract except a subcontract for standard commercial supplies or raw materials; and (c) post and to cause subcontractors to post in conspicuous places available

to employees and applicants for employment, notices setting forth the substance of this clause.

11. Contingent Fee Prohibition

The Contractor warrants that it has not employed or retained any person, partnership, corporation or other entity, other than a bona fide employee or agent working for the contractor to solicit or secure this agreement, and that it has not paid or agreed to pay any person, partnership, corporation or other entity, other than a bona fide employee or agent, any fee or other consideration contingent on the making of this agreement.

12. Termination for Default

The rights and remedies of the Department under the contract are cumulative. The enforcement of any right or election of any remedy by the Department provided by the contract for any breach of the contract will not preclude the Department from enforcing other rights and availing itself of other remedies available under the contract for the same breach or any other breach of the contract.

If the Contractor fails to properly perform its obligations under the contract, the Department may correct any deficiencies at the contractor's expense.

If the Contractor fails to fulfill its obligations under this contract properly and on time, or otherwise violates any provision of the contract, the Department may terminate the contract by written notice to the Contractor. The notice shall specify the acts or omissions relied upon as cause for termination. All finished or unfinished work provided by the Contractor shall, at the Department's option, become the State's property. The Department shall pay the Contractor fair and equitable compensation for satisfactory performance prior to receipt of notice of termination, less the amount of damages caused by the Contractor's breach. If the damages are more than the compensation payable to the Contractor, the Contractor will remain liable after termination and the Department can affirmatively collect damages. Termination hereunder, including the determination of the rights and obligations of the parties, shall be governed by the provisions of COMAR 21.07.01.11B.

13. Termination for Convenience

The Department may terminate the performance of work under this contract in accordance with this clause, in whole, or from time to time in part, whenever the Department shall determine that the termination is in the best interest of the State. The Department will pay all reasonable costs associated with this contract that the Contractor has incurred up to the date of termination and all reasonable costs associated with termination of the contract. However, the Contractor shall not be reimbursed for any anticipatory profits, which have not been earned up to

the date of termination. Termination, hereunder, including the determination of the rights and obligations of the parties, shall be governed by the provisions of COMAR 21.07.01.12A(2).

14. Tax Exemptions

The State is generally exempt from Federal excise taxes, Maryland sales and use taxes, District of Columbia sales taxes and transportation taxes. Exemption certificates shall be completed upon request.

15. Arrearages

By submitting a response to this solicitation, a vendor hereby represents and warrants that:

- A. It is qualified to do business in the State of Maryland and that it will take any action as, from time to time hereafter, may be necessary to remain so qualified; and
- B. It is not in arrears with respect to the payment of any monies due and owing the State of Maryland, or any department or unit thereof, including but not limited to the payment of taxes and employee benefits, and that it shall not become in arrears during the term of this contract if selected for contract award.

16. Non-Assignment

The Contractor may not, during the term of this contract or any renewals or extensions of the contract, assign or subcontract all or any part of the contract without the prior written consent of the Procurement Officer. However the Contractor may assign monies receivable under a contract after due notice to the Department's Contract Monitor.

17. Documents Retention and Inspection Clause – Other Than Residential Health Care Facilities Contracts

The Contractor and subcontractors shall retain and maintain all records and documents relating to this contract for a period of 6 (6) years after final payment by the State hereunder or any applicable statute of limitations, whichever is longer, and shall make them available for inspection and audit by authorized representatives of the State, including the Procurement Officer or designee, at all reasonable times.

18. Indemnity (Hold Harmless) Clause

- A. Definitions  
For the purpose of this clause only, the following terms have the meanings indicated:

- (1) "Contractor" means the Contractor, its officers, employees, agents and representatives.
- (2) "State" means the State, its departments, agencies, officials, officers, and employees.
- (3) "Subcontractor" means any subcontractor of the contractor, its officer, employees, agents and representatives.

B. Indemnification by Contractors

The Contractor shall indemnify and hold the State of Maryland harmless for any cost, expense, loss, liability, fine or penalty of any nature or character whatsoever that the State may incur as a result of a failure of the Contractor or its subcontractor(s), to comply with the terms of this agreement (or any part thereof), negligence of the contractor, injury or death to any person, damage to property, nuisance (public or private) or trespass arising out of or attributable to the performance of work by the contractor or its subcontractor(s), except to the extent caused by the negligent or willful act or omission of the State or its employees, agents, or independent contractors, other than the contractor, or its subcontractor(s).

The Contractor further agrees to indemnify the State for damage, loss or destruction to State property in the Contractor's care, custody, and/or control during the term of this contract due to the action or inaction of the contractor or its subcontractor(s).

C. Liability of the State

State law prohibits the State from incurring, by way of any indemnity agreement, a potentially unlimited liability when no funds have been appropriated to fund the liability, the risk is uninsured and the indemnity agreement is not conditioned upon the future appropriation of funds to satisfy the liability. Notwithstanding any other provisions of the contract documents, the State shall have no liability to the contractor under the circumstances described in this paragraph.

The State has no obligation to provide legal counsel or legal defense to the Contractor or its subcontractors in the event that a suit, claim or action of any character is brought by any person or persons not party to the contract against the Contractor or its subcontractors as a result of or relating to the Contractor's obligations under this contract.

The State has no obligation for the payment of any judgments or settlement of any claims made against the Contractor or its

subcontractors as a result or relating to the Contractor's obligations under this contract.

D. Notice of Cooperation in Litigation

The Contractor will immediately give notice to the Procurement Officer of any claim or suit made or filed against the Contractor or its subcontractors regarding any matter resulting from or relating to the Contractor's obligations under this contract, and will cooperate, assist and consult with the State in the defense or investigation of any claim, suit or action made or filed against the State as a result of or relating to the Contractor's obligations under this contract.

19. Payment of State Obligations and Interest

- A. Payments to the Contractor pursuant to this Contract shall be made no later than 30 days after the State's receipt of a proper invoice from the Contractor. Charges for late payment of invoices, other than as prescribed by Title 15, Subtitle 1, the State Finance and Procurement Article, Annotated Code of Maryland, or by the Public Service Commission or Maryland with respect to regulated public utilities, as applicable, are prohibited.
- B. Section 15-104 et seq. of the State Finance and Procurement Article, Annotated Code of Maryland, provides that the State shall remit payment to the Contractor within forty-five (45) days after receipt of a proper invoice pursuant to any authorized written contract. Except as provided in Section 15-105 of this Article, the State's failure to remit payment within this period may entitle the Contractor to interest at the rate specified in 15-104 of this Article, for the period that begins thirty one (31) days after the receipt date. This amount, if paid, shall be in lieu of payment of any other late charge(s) by the State.
- C. For purposes of this contract, an amount will not be deemed "due and payable" and interest payments will not be authorized for late payments unless the following conditions have been met:
  - 1). The amount invoiced is consistent with the amount agreed upon by the parties to the contract.
  - 2). The goods or services have been received by the State and the quantity received agrees with the quantity ordered.
  - 3). The goods or services meet the qualitative requirements of the contract and have been accepted by the State.
  - 4). The proper invoice has been received by the party or unit of government specified in the contract.

- 5). The invoice is not in dispute.
- 6). If the contract provides for progress payments, the proper invoice for the progress payment has been submitted for release of the retainage, has been met.

D. In order to receive payment of interest, the Contractor must submit a proper invoice for accrued interest within 30 calendar days after the payment date (i.e., the date of the check from the State Treasurer that pays the Contractor for the goods supplied or the service rendered) of the amount on which the interest accrued. Interest may not be claimed (1) if a claim has been filed under Title 15, State Finance and Procurement Article (Procurement Contract Administration and Dispute Resolution) Annotated Code of Maryland, (2) for more than one year following the 31<sup>st</sup> calendar day after the date that a proper invoice is received by a State agency, or (3) on an amount representing unpaid interest.

20. Inspection of Premises

The Contractor agrees to permit authorized officials of the State to inspect, at reasonable times, its plant, place of business, job site, or any other location that is related to the performance of the contract.

21. Incorporation by Reference

All terms and conditions of this solicitation, and any amendments thereto, are made a part of this contract. In the event of contract award, the contract shall consist of the RFP, including all addenda, exhibits, and attachments, and the entire proposal submitted by the successful offeror except for any portions specifically excluded by contract. This shall constitute the entire agreement between the contracting parties, superseding all representations, commitments, conditions or agreements that may have been made orally or in writing prior to the execution of the contract.

22. Specifications

All materials, equipment, supplies or services shall conform to Federal and State laws and regulations and to the specifications contained in the solicitation.

23. Anti-bribery

Potential contractors and contractors are required to be aware of the Maryland Code Annotated, State Finance and Procurement Article §16-202, that requires that any person convicted of bribery, attempted bribery, or conspiracy to bribe committed in obtaining of a contract from the State



or any of its subdivisions, shall be subject to disqualification pursuant to the Annotated Code of Maryland, State Finance and Procurement Article §16-202, from entering into a contract with the State, or any county or other subdivision of the State.

24. Registration

In accordance with the Maryland Code Annotated, Corporations and Associations Article, §7-201 et seq., corporations not incorporated in the State shall be registered with the State Department of Assessments and Taxation, 301 West Preston Street, Baltimore, Maryland 21201, before doing any interstate or foreign business in this State. Before doing any intrastate business in this State, a foreign corporation shall qualify with the Department of Assessments and Taxation. The Contractor shall be responsible for ensuring that all subcontractors meet these requirements, and further the contractor and subcontractors meet these requirements for the duration of the contract.

25. EPA Compliance

Materials, supplies, equipment, or services shall comply in all respects with the Federal Noise Control Act of 1972, where applicable.

26. Occupational Safety and Health Act (O.S.H.A.)

All materials, supplies, equipment, or services as a result of this Contract shall comply with the applicable U.S. and Maryland Occupational Safety and Health Acts standards.

27. State Contract Prevails

Whenever a Vendor/Contractor's Standard Contract is used with this State's RFP document, including Section V of the RFP as the Contract document, this RFP document, including Section V of this RFP as the Contract document, shall prevail in the event of conflict between any provision of the two contracts when the State determines it to be in its best interest.

28. Change Orders and Suspension of Work

Both parties agree that pursuant to the Annotated Code of Maryland, State Finance and Procurement Article, §13-218, (1) the State has the unilateral right to order in writing changes in the work within the scope of the contract and (2) the Procurement Officer unilaterally may order the Contractor in writing to suspend, delay or interrupt all or any part of the work for a period of times as the Procurement Officer may determine to be appropriate for the convenience of the State.

29. Pre-Existing Regulations

In accordance with the provisions of the Annotated Code of Maryland, State Finance and Procurement Article, §11-206, the regulations set forth in Title 21 of the Code of Maryland Regulations (COMAR Title 21) in effect on the date of execution of this contract are applicable to this contract.

30. Political Contribution Disclosure

The Contractor shall comply with the Annotated Code of Maryland, Election Law Article, §§14-101 through 14-108, which requires that every person that enters into contracts, leases or other agreements with the State, a county, or an incorporated municipality, or their agencies, during a calendar year in which the person receives in the aggregate \$100,000 or more, shall file with the State Board of Elections a statement disclosing contributions in excess of \$500 made during the reporting period to a candidate for elective office in any primary or general election. The statement shall be filed with the State Board of Elections: (1) before a purchase or execution of a lease or contract by the State, a county, or an incorporated municipality, or its agencies, and shall cover the preceding two calendar years; and (2) if the contribution is made after the execution of a lease or contract, then twice a year, throughout the contract term, and on: (a) February 5, to cover the 6-month period ending January 31; and (b) August 5, to cover the 6-month period ending July 31.

31. Compliance with Laws

By submitting a response to this solicitation, a vendor hereby represents and warrants that:

- A. It is qualified to do business in the State of Maryland and that it will take any action as, from time to time hereafter, may be necessary to remain so qualified;
- B. It shall comply with all Federal, State and local laws, regulations, and ordinances applicable to its activities and obligations under this contract; and
- C. It shall obtain, at its expense, all licenses, permits, insurance, and governmental approvals, if any, necessary to the performance of its obligations under this contract.

32. Prohibition of Sexual Harassment

The Contractor shall operate under this agreement so that no employee or client is subject to sexual harassment in the workplace or in locations and situations associated with the performance of duties per the terms of this contract. Further, except in subcontracts for standard commercial supplies or raw materials, the Contractor shall include this clause, or a similar clause approved by the Department, in all subcontracts. The Contractor has primary responsibility for enforcement of these provisions

and for securing and maintaining the subcontractor's full compliance with both the letter and spirit of this clause.

**"THE REMAINDER OF THIS PAGE IS BLANK"**

## Part V

### Contract

Upon recommendation for award the offeror will be instructed to complete, sign and date the pages of this section. In doing so, the offeror binds itself to all the provisions, terms, and specifications contained in the contract.

#### A. PARTIES TO THE CONTRACT

Each party to this agreement represents and warrants to the other that it has the full right, power and authority, to execute this contract. The contractual agreement resulting from this RFP, is by and between

\_\_\_\_\_, hereinafter called the *Contractor* or Vendor, and Talbot County Health Department, a unit of the State of Maryland Department of Health and Mental Hygiene, hereinafter called the *State*, the *Department*, and/or *DHMH*.

IN CONSIDERATION OF the premises and the covenants herein contained, the parties agree as follows:

#### B. CONTRACT TERM AND PRICE

The official commencement and termination dates of the original contract period and any options, and the total contract price including any options shall be:

<b>Contract Term</b>	<b>Begin</b>	<b>End</b>
Base Contract	October 1, 2014	June 30, 2015
Option # 1	July 1, 2015	June 30, 2016

#### C. INCORPORATION BY REFERENCE

This contract, identified in Section D of this Part V consists of the RFP document Parts I through VI, including all Exhibits, Appendices and Addenda, and the successful offeror's entire final proposal including the technical elements dated \_\_\_\_\_, which are incorporated into this contract by reference.

Note: Incorporation by reference does not necessarily create a public record permissible for disclosure.

**In Witness Whereof, the parties hereto set their hands and seals:**

Signatory for the **CONTRACTOR**

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Name (Typed)

\_\_\_\_\_  
Title (Typed)

\_\_\_\_\_  
Date

Signatory for the **Department**

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (Typed)

\_\_\_\_\_  
Title (Typed)

\_\_\_\_\_  
Date

## **List of Appendices**

- Appendix A: Pre Bid Conference Response Form
- Appendix B: Standard Addendum for Means of Delivering Bids or Proposals
- Appendix C: HIPAA Business Associate Agreement
- Appendix D: Bid/Proposal Affidavit
- Appendix E: Contract Affidavit
- Appendix F: Bid Pricing Instructions & Form
- Appendix G: Non-Disclosure Agreement
- Appendix H: Conflict of Interest Affidavit & Disclosure
- Appendix I: Living Wage Requirements for Service Contracts
- Appendix J: Vendor Electronic Funds Transfer (EFT) Registration Request Form
- Appendix K: Federal Funds Attachment
- Appendix L: Minority Business Enterprise Forms
- Appendix M: Mercury Affidavit
- Appendix N: Veteran-Owned Small Business Enterprise
- Appendix O: Location of Performance of Services Disclosure
- Appendix P: DHR Hiring Agreement

## APPENDIX A – PRE-BID CONFERENCE RESPONSE FORM

### TALBOT COUNTY DETENTION CENTER SUBSTANCE USE DISORDER SERVICES

A Pre-Bid Conference will be held at (time of Conference), on (date of Conference), at 100 South Hanson Street, Easton, MD 21601. Please return this form by (final date for submission), advising whether or not you plan to attend.

Return via e-mail or fax this form to the Management Associate:

Ms. Katrina Hill  
Talbot County Health Department  
100 South Hanson Street, Easton, MD 21601  
Email: Katrina.Hill@maryland.gov  
Fax #: 410-819-4703

Please indicate:

\_\_\_\_\_ Yes, the following representatives will be in attendance:

- 1.
- 2.
- 3.

\_\_\_\_\_ No, we will not be in attendance.

Please specify whether any reasonable accommodations are requested (see IFB § 1.7 “Pre-Bid Conference”):

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name of Firm (please print)

**APPENDIX B-**  
**STANDARD ADDENDUM FOR MEANS OF DELIVERING BIDS OR PROPOSALS**

Any bid or proposal due to the Department shall be delivered/transmitted as described in this addendum. The failure of any bidder or offeror to follow these instructions may result in its bid or offer not being received by the due time and date, which will result in the rejection of that bid or offer.

There are three acceptable means of delivering/transmitting a bid or offer:

1. The United States Postal Service
2. Hand delivery by the bidder/offeror itself; and
3. Hand delivery by a commercial delivery/courier company acting as an agent of the bidder/offeror.

The detailed manner for the utilization of each of these methods is described below:

**For U.S. Postal Service Deliveries**

For U.S. Postal Service deliveries, any bid or proposal that has been received at the appropriate mailroom or typical place of mail receipt by the time and date listed in the RFP or specifications will be deemed to be timely.

If a vendor chooses to use the United States Postal Service for delivery, the Department recommends that is use Express Mail, Priority Mail or Certified Mail only.

These are the only forms of U.S. Postal Delivery for which the Department can verify both the date and time of receipt. A vendor using first class mail, will, therefore, not be able to prove a timely delivery.

**For Hand Deliveries by Vendors and Deliveries  
By Commercial Courier Services**

These deliveries must be delivered to the room or location specified in the RFP or solicitation and placed in the designated bid box. A bidder who uses a commercial courier service must take appropriate action to ensure that the courier actually delivers the bid/offer to the specified location and not the Department's mailroom. The bid/offer will not be deemed to have been received until it is placed in the designated bid box.

For any type of hand delivery, the vendor or its commercial courier services should request a



## APPENDIX C – HIPAA BUSINESS ASSOCIATE AGREEMENT

### BUSINESS ASSOCIATE AGREEMENT

This Business Associate Agreement (the “Agreement”) is made by and between the **TALBOT COUNTY HEALTH DEPARTMENT**, a unit of the Maryland Department of Health and Mental Hygiene (herein referred to as “Covered Entity”) and \_\_\_\_\_ (**Insert Name of Contractor**) (hereinafter known as “Business Associate”). Covered Entity and Business Associate shall collectively be known herein as the “Parties.”

WHEREAS, Covered Entity has a business relationship with Business Associate that is memorialized in a separate agreement (the “Underlying Agreement”) pursuant to which Business Associate may be considered a “business associate” of Covered Entity as defined in the Health Insurance Portability and Accountability Act of 1996 including all pertinent privacy regulations (45 C.F.R. Parts 160 and 164) and security regulations (45 C.F.R. Parts 160, 162, and 164), as amended from time to time, issued by the U.S. Department of Health and Human Services as either have been amended by Subtitle D of the Health Information Technology for Economic and Clinical Health Act (the “HITECH Act”), as Title XIII of Division A and Title IV of Division B of the American Recovery and Reinvestment Act of 2009 (Pub. L. 111–5) (collectively, “HIPAA”); and

WHEREAS, the nature of the contractual relationship between Covered Entity and Business Associate may involve the exchange of Protected Health Information (“PHI”) as that term is defined under HIPAA; and

WHEREAS, for good and lawful consideration as set forth in the Underlying Agreement, Covered Entity and Business Associate enter into this Agreement for the purpose of ensuring compliance with the requirements of HIPAA and the Maryland Confidentiality of Medical Records Act (Md. Ann. Code, Health-General §§ 4-301 *et seq.*) (“MCMRA”); and

WHEREAS, this Agreement supersedes and replaces any and all Business Associate Agreements the Covered Entity and Business Associate may have entered into prior to the date hereof;

NOW THEREFORE, the premises having been considered and with acknowledgment of the mutual promises and of other good and valuable consideration herein contained, the Parties, intending to be legally bound, hereby agree as follows:

#### DEFINITIONS.

- A. Catch-all definition. The following terms used in this Agreement, whether capitalized or not, shall have the same meaning as those terms in the HIPAA Rules: Breach, Data Aggregation, Designated Record Set, Disclosure, Health Care Operations, Individual, Minimum Necessary, Notice of Privacy Practices,

## APPENDIX D – BID/PROPOSAL AFFIDAVIT

### A. AUTHORITY

I hereby affirm that I, \_\_\_\_\_ (name of affiant) am the \_\_\_\_\_ (title) and duly authorized representative of \_\_\_\_\_ (name of business entity) and that I possess the legal authority to make this affidavit on behalf of the business for which I am acting.

### B. CERTIFICATION REGARDING COMMERCIAL NONDISCRIMINATION

The undersigned Bidder/Offeror hereby certifies and agrees that the following information is correct: In preparing its Bid/Proposal on this project, the Bidder/Offeror has considered all quotes submitted from qualified, potential subcontractors and suppliers, and has not engaged in "discrimination" as defined in § 19-103 of the State Finance and Procurement Article of the Annotated Code of Maryland.

"Discrimination" means any disadvantage, difference, distinction, or preference in the solicitation, selection, hiring, or commercial treatment of a vendor, subcontractor, or commercial customer on the basis of race, color, religion, ancestry, or national origin, sex, age, marital status, sexual orientation, or on the basis of disability or any otherwise unlawful use of characteristics regarding the vendor's, supplier's, or commercial customer's employees or owners. "Discrimination" also includes retaliating against any person or other entity for reporting any incident of "discrimination". Without limiting any other provision of the solicitation on this project, it is understood that, if the certification is false, such false certification constitutes grounds for the State to reject the Bid/Proposal submitted by the Bidder/Offeror on this project, and terminate any contract awarded based on the Bid/Proposal. As part of its Bid/Proposal, the Bidder/Offeror herewith submits a list of all instances within the past 4 years where there has been a final adjudicated determination in a legal or administrative proceeding in the State of Maryland that the Bidder/Offeror discriminated against subcontractors, vendors, suppliers, or commercial customers, and a description of the status or resolution of that determination, including any remedial action taken. Bidder/Offeror agrees to comply in all respects with the State's Commercial Nondiscrimination Policy as described under Title 19 of the State Finance and Procurement Article of the Annotated Code of Maryland.

#### B-1. CERTIFICATION REGARDING MINORITY BUSINESS ENTERPRISES.

The undersigned Bidder/Offeror hereby certifies and agrees that it has fully complied with the State Minority Business Enterprise Law, State Finance and Procurement Article, § 14-308(a)(2), Annotated Code of Maryland, which provides that, except as otherwise provided by law, a contractor may not identify a certified minority business enterprise in a Bid/Proposal and:

- (1) Fail to request, receive, or otherwise obtain authorization from the certified minority business enterprise to identify the certified minority proposal;
- (2) Fail to notify the certified minority business enterprise before execution of the contract of its inclusion in the Bid/Proposal;
- (3) Fail to use the certified minority business enterprise in the performance of the contract; or
- (4) Pay the certified minority business enterprise solely for the use of its name in the Bid/Proposal.

## APPENDIX E – CONTRACT AFFIDAVIT

### A. AUTHORITY

I hereby affirm that I, \_\_\_\_\_ (name of affiant) am the \_\_\_\_\_ (title) and duly authorized representative of \_\_\_\_\_ (name of business entity) and that I possess the legal authority to make this affidavit on behalf of the business for which I am acting.

### B. CERTIFICATION OF REGISTRATION OR QUALIFICATION WITH THE STATE DEPARTMENT OF ASSESSMENTS AND TAXATION

#### I FURTHER AFFIRM THAT:

The business named above is a (check applicable box):

- (1) Corporation — ☐ domestic or ☐ foreign;
- (2) Limited Liability Company — ☐ domestic or ☐ foreign;
- (3) Partnership — ☐ domestic or ☐ foreign;
- (4) Statutory Trust — ☐ domestic or ☐ foreign;
- (5) ☐ Sole Proprietorship.

and is registered or qualified as required under Maryland Law. I further affirm that the above business is in good standing both in Maryland and (IF APPLICABLE) in the jurisdiction where it is presently organized, and has filed all of its annual reports, together with filing fees, with the Maryland State Department of Assessments and Taxation. The name and address of its resident agent (IF APPLICABLE) filed with the State Department of Assessments and Taxation is:

Name and Department ID

Number: \_\_\_\_\_ Address: \_\_\_\_\_

and that if it does business under a trade name, it has filed a certificate with the State Department of Assessments and Taxation that correctly identifies that true name and address of the principal or owner as:

Name and Department ID

Number: \_\_\_\_\_ Address: \_\_\_\_\_

### C. FINANCIAL DISCLOSURE AFFIRMATION

#### I FURTHER AFFIRM THAT:

I am aware of, and the above business will comply with, the provisions of State Finance and Procurement Article, §13-221, Annotated Code of Maryland, which require that every business that enters into contracts, leases, or other agreements with the State of Maryland or its agencies during a calendar year under which the business is to receive in the aggregate \$100,000 or more shall, within 30 days of the time when the aggregate value of the contracts, leases, or other agreements reaches \$100,000, file with the Secretary of State of Maryland certain specified information to include disclosure of beneficial ownership of the business.

### D. POLITICAL CONTRIBUTION DISCLOSURE AFFIRMATION

## APPENDIX F – BID PRICING INSTRUCTIONS

In order to assist Bidders in the preparation of their Bid and to comply with the requirements of this solicitation, Bid Pricing Instructions and a Bid Form have been prepared. Bidders shall submit their Bid on the Bid Form in accordance with the instructions on the Bid Form and as specified herein. Do not alter the Bid Form or the Bid Form may be rejected. The Bid Form is to be signed and dated, where requested, by an individual who is authorized to bind the Bidder to the prices entered on the Bid Form.

The Bid Form is used to calculate the Bidder's TOTAL BID PRICE. Follow these instructions carefully when completing your Bid Form:

- A) All Unit and Extended Prices must be clearly entered in dollars and cents, e.g., \$24.15. Make your decimal points clear and distinct.
- B) All Unit Prices must be the actual price per unit the State will pay for the specific item or service identified in this IFB and may not be contingent on any other factor or condition in any manner.
- C) All calculations shall be rounded to the nearest cent, i.e., .344 shall be .34 and .345 shall be .35.
- D) Any goods or services required through this IFB and proposed by the vendor at **No Cost to the State** must be clearly entered in the Unit Price, if appropriate, and Extended Price with **\$0.00**.
- E) Every blank in every Bid Form shall be filled in. Any blanks may result in the Bid being regarded as non-responsive and thus rejected. Any changes or corrections made to the Bid Form by the Bidder prior to submission shall be initialed and dated.
- F) Except as instructed on the Bid Form, nothing shall be entered on or attached to the Bid Form that alters or proposes conditions or contingencies on the prices. Alterations and/or conditions usually render the Bid non-responsive, which means it will be rejected.
- G) It is imperative that the prices included on the Bid Form have been entered correctly and calculated accurately by the Bidder and that the respective total prices agree with the entries on the Bid Form. Any incorrect entries or inaccurate calculations by the Bidder will be treated as provided in COMAR 21.05.03.03E and 21.05.02.12, and may cause the Bid to be rejected.
- H) If option years are included, Bidders must submit pricing for each option year. Any option to renew will be exercised at the sole discretion of the State and will comply with all terms and conditions in force at the time the option is exercised. If exercised, the option period shall be for a period identified in the IFB at the prices entered in the Bid Form.
- I) All Bid prices entered below are to be fully loaded prices that include all costs/expenses associated with the provision of services as required by the IFB. The Bid price shall include, but is not limited to, all: labor, profit/overhead, general operating, administrative, and all other expenses and costs necessary to perform the work set forth in the solicitation. No other amounts will be paid to the Contractor. If labor rates are requested, those amounts shall be fully-loaded rates; no overtime amounts will be paid.
- J) Unless indicated elsewhere in the IFB, sample amounts used for calculations on the Bid Form are typically estimates for bidding purposes only. The Department does not guarantee a minimum or maximum number of units or usage in the performance of this Contract.
- K) Failure to adhere to any of these instructions may result in the Bid being determined non-responsive and rejected by the Department.

## APPENDIX G – NON-DISCLOSURE AGREEMENT

THIS NON-DISCLOSURE AGREEMENT (“Agreement”) is made by and between the State of Maryland (the “State”), acting by and through the Talbot County Health Department, a unit of its Department of Health and Mental Hygiene (the “Department”), and \_\_\_\_\_ ( the “Contractor”).

### RECITALS

**WHEREAS**, the Contractor has been awarded a contract (the “Contract”) following the solicitation for TALBOT COUNTY DETENTION CENTER SUBSTANCE USE DISORDER SERVICES; and

**WHEREAS**, in order for the Contractor to perform the work required under the Contract, it will be necessary for the State at times to provide the Contractor and the Contractor’s employees, agents, and subcontractors (collectively the “Contractor’s Personnel”) with access to certain information the State deems confidential information (the “Confidential Information”).

**NOW, THEREFORE**, in consideration of being given access to the Confidential Information in connection with the IFB and the Contract, and for other good and valuable consideration, the receipt and sufficiency of which the parties acknowledge, the parties do hereby agree as follows:

1. Confidential Information means any and all information provided by or made available by the State to the Contractor in connection with the Contract, regardless of the form, format, or media on or in which the Confidential Information is provided and regardless of whether any such Confidential Information is marked as such. Confidential Information includes, by way of example only, information that the Contractor views, takes notes from, copies (if the State agrees in writing to permit copying), possesses or is otherwise provided access to and use of by the State in relation to the Contract.
2. Contractor shall not, without the State’s prior written consent, copy, disclose, publish, release, transfer, disseminate, use, or allow access for any purpose or in any form, any Confidential Information provided by the State except for the sole and exclusive purpose of performing under the Contract. Contractor shall limit access to the Confidential Information to the Contractor’s Personnel who have a demonstrable need to know such Confidential Information in order to perform under the Contract and who have agreed in writing to be bound by the disclosure and use limitations pertaining to the Confidential Information. The names of the Contractor’s Personnel are attached hereto and made a part hereof as ATTACHMENT J-1. Contractor shall update ATTACHMENT J-1 by adding additional names (whether Contractor’s personnel or a subcontractor’s personnel) as needed, from time to time.
3. If the Contractor intends to disseminate any portion of the Confidential Information to non-employee agents who are assisting in the Contractor’s performance of the IFB or who will otherwise have a role in performing any aspect of the IFB, the Contractor shall first obtain the written consent of the State to any such dissemination. The State may grant, deny, or condition any such consent, as it may deem appropriate in its sole and absolute subjective discretion.
4. Contractor hereby agrees to hold the Confidential Information in trust and in strictest confidence, to adopt or establish operating procedures and physical security measures, and to take all other measures

## APPENDIX H – CONFLICT OF INTEREST AFFIDAVIT AND DISCLOSURE

**Reference COMAR 21.05.08.08**

**(submit with Bid/Proposal)**

A. "Conflict of interest" means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the State, or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage.

B. "Person" has the meaning stated in COMAR 21.01.02.01B(64) and includes a Bidder/Offeror, Contractor, consultant, or subcontractor or sub-consultant at any tier, and also includes an employee or agent of any of them if the employee or agent has or will have the authority to control or supervise all or a portion of the work for which a Bid/Proposal is made.

C. The Bidder/Offeror warrants that, except as disclosed in §D, below, there are no relevant facts or circumstances now giving rise or which could, in the future, give rise to a conflict of interest.

D. The following facts or circumstances give rise or could in the future give rise to a conflict of interest (explain in detail—attach additional sheets if necessary):

E. The Bidder/Offeror agrees that if an actual or potential conflict of interest arises after the date of this affidavit, the Bidder/Offeror shall immediately make a full disclosure in writing to the procurement officer of all relevant facts and circumstances. This disclosure shall include a description of actions which the Bidder/Offeror has taken and proposes to take to avoid, mitigate, or neutralize the actual or potential conflict of interest. If the contract has been awarded and performance of the contract has begun, the Contractor shall continue performance until notified by the procurement officer of any contrary action to be taken.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Date:\_\_\_\_\_ By:\_\_\_\_\_  
(Authorized Representative and Affiant)

## APPENDIX I – LIVING WAGE REQUIREMENTS FOR SERVICE CONTRACTS

### Living Wage Requirements for Service Contracts

- A. This contract is subject to the Living Wage requirements under Md. Code Ann., State Finance and Procurement Article, Title 18, and the regulations proposed by the Commissioner of Labor and Industry (Commissioner). The Living Wage generally applies to a Contractor or Subcontractor who performs work on a State contract for services that is valued at \$100,000 or more. An employee is subject to the Living Wage if he/she is at least 18 years old or will turn 18 during the duration of the contract; works at least 13 consecutive weeks on the State Contract and spends at least one-half of the employee's time during any work week on the State Contract.
- B. The Living Wage Law does not apply to:
- (1) A Contractor who:
    - (a) Has a State contract for services valued at less than \$100,000, or
    - (b) Employs 10 or fewer employees and has a State contract for services valued at less than \$500,000.
  - (2) A Subcontractor who:
    - (a) Performs work on a State contract for services valued at less than \$100,000,
    - (b) Employs 10 or fewer employees and performs work on a State contract for services valued at less than \$500,000, or
    - (c) Performs work for a Contractor not covered by the Living Wage Law as defined in B(1)(b) above, or B(3) or C below.
  - (3) Service contracts for the following:
    - (a) Services with a Public Service Company;
    - (b) Services with a nonprofit organization;
    - (c) Services with an officer or other entity that is in the Executive Branch of the State government and is authorized by law to enter into a procurement ("Unit"); or
    - (d) Services between a Unit and a County or Baltimore City.

State of Maryland  
Comptroller of Maryland

---

**Vendor Electronic Funds Transfer (EFT) Registration Request Form**

Date of request \_\_\_\_\_

**Vendor identification information (Address to be used in case of default to check):**

**Individual Name:** \_\_\_\_\_

**OR Business name:** \_\_\_\_\_

**Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip code**

--	--	--	--	--	--	--	--

--	--	--	--	--	--

**Taxpayer identification number:** circle which one

**Social Security Number**                      **OR**                      **Federal Employer Identification Number**

--	--	--	--	--	--	--	--	--	--

**Daytime contact information: name, title, e-mail and phone number including area code:**

\_\_\_\_\_  
\_\_\_\_\_

**Bank or credit union information:**

**Name:** \_\_\_\_\_ **Contact phone number** \_\_\_\_\_

**ABA (routing) number**

--	--	--	--	--	--	--	--	--	--

**Account number**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**Account type** ☐ **Checking**                      ☐ **Saving**

**Standard Format : CCD+ (gives standard description line: "State of Maryland")**

**Detailed addendum formats upon request:**

\_\_\_\_\_ **CTX\*** (multiple detail lines)                      \_\_\_\_\_ **EDI\*** (full detail)

**\*Note -You must contact your bank to receive these detailed formats. There may be a charge to you by your bank for detailed formats.**

**A VOIDED CHECK OR A LETTER SIGNED BY A BANK REPRESENTATIVE**

**confirming the account number must be attached. Starter checks are NOT acceptable.**

**ONLINE CREDIT CARDS are NOT eligible for ACH transfers.**

**Please note:**

**Student Refunds, Lottery payments, DORS payments, renters tax credits, and Restitution payments are NOT eligible for EFT.**

COT/GAD X-10

4/3/2013



## **ATTACHMENT K - FEDERAL FUNDS ATTACHMENT**

**This solicitation does not include a Federal Funds Attachment.**

## **APPENDIX L – MINORITY BUSINESS ENTERPRISE FORMS**

**This solicitation does not include a Minority Business Enterprise (MBE) subcontractor participation goal.**

## **APPENDIX M – MERCURY AFFIDAVIT**

**This solicitation does not include the procurement of products known to likely include mercury as a component.**

## **APPENDIX N – VETERAN-OWNED SMALL BUSINESS ENTERPRISE**

**This solicitation does not include a Veteran-Owned Small Business Enterprise goal.**

## **APPENDIX O – LOCATION OF THE PERFORMANCE OF SERVICES DISCLOSURE**

**This solicitation does not require a Location of the Performance of Services Disclosure.**

## APPENDIX P – DHR HIRING AGREEMENT

**This solicitation does not require a DHR Hiring Agreement.**

## **Bid Opening Procedure**

All bids will be opened by two employees utilizing the following procedures.

- Each bidder's packet will be opened separately.
- One employee will open the bid packet and review the enclosures for the items that are required to be submitted with the bid. The employee will communicate the presence or absence of each item to the second employee.
- The employee will also read the amounts listed on the bid page. The vendor is not required to submit a bid for each item. If there is no bid, the employee shall state there is no bid.
- The second employee will record the bidders name, the time and the information communicated by the first employee on the bid opening form.
- A separate form will be used for each bidder.
- Each employee will sign the form and place it with the bid packet prior to opening another packet.

Bid Opening  
Sign – In Sheet

Company

[illegible]



PRINT ON LETTERHEAD

DATE

Dear Sir/Madam:

The Talbot County Health Department is soliciting competitive sealed bids for **Talbot County Detention Center Substance Use Disorder Services**". Sealed bids presented in duplicate, will be received by our office until Time/Day/Date.

The bids will be opened on or about , Time/Day/Date with the award to be made on or about Time/Day/Date. We cordially invite you to submit a bid for these services.

Attached are two copies of the solicitation. If you are not interested in submitting a bid, please complete the enclosed *Vendor/Contractor Survey* and return it to **SPECIFY PERSON** at your earliest convenience.

You may contact **SPECIFY PERSON** at **PHONE NUMBER** between the hours of **SPECIFY HOURS** if you require additional information.

Thank you for your consideration and participation.

Sincerely,

Name & Title

Enc.

## DRAFT WORDING FOR ADVERTISEMENT

Talbot County Health Department Invitation for Bids

The Talbot County Health Department will be accepting sealed bids for "Talbot County Detention Center Substance Use Disorder Services".

This solicitation will be available on our website [www.talbothealth.org](http://www.talbothealth.org) on **DATE RFP IS TO BE RELEASED**.

Minority Business Enterprises are encouraged to apply.

Sealed bids will be accepted until **TIME** on **DAY & DATE**. Any bid received after this time and date will not be considered. Additional information will be available on [www.talbothealth.org](http://www.talbothealth.org).

**VENDOR/CONTRACTOR SURVEY  
NOTICE TO VENDORS**

In order to help us improve the quality of our solicitations, and to make our procurement process more responsive and business friendly, we ask that you take a few minutes and provide comments and suggestions regarding this solicitation. Please return your comments with your response. If you have chosen not to respond to this Contract, please email or fax this completed form to the attention of **SPECIFY NAME & CONTACT INFO.**

**Title: TALBOT COUNTY DETENTION CENTER  
SUBSTANCE USE DISORDER SERVICES**

1. If you have chosen not to respond to this solicitation, please indicate the reason(s) below:

- ☐ Other commitments preclude our participation at this time.
- ☐ The subject of the solicitation is not something we ordinarily provide.
- ☐ We are inexperienced in the work/commodities required.
- ☐ Specifications are unclear, too restrictive, etc. (Explain in REMARKS section.)
- ☐ The scope of work is beyond our present capacity.
- ☐ Doing business with the State of Maryland is simply too complicated. (Explain in REMARKS section.)
- ☐ We cannot be competitive. (Explain in REMARKS section.)
- ☐ Time allotted for completion of the Bid/Proposal is insufficient.
- ☐ Start-up time is insufficient.
- ☐ Bonding/Insurance requirements are restrictive. (Explain in REMARKS section.)
- ☐ Bid/Proposal requirements (other than specifications) are unreasonable or too risky. (Explain in REMARKS section.)
- ☐ MBE or VSBE requirements. (Explain in REMARKS section.)
- ☐ Prior State of Maryland contract experience was unprofitable or otherwise unsatisfactory. (Explain in REMARKS section.)
- ☐ Payment schedule too slow.
- ☐ Other: \_\_\_\_\_

2. If you have submitted a response to this solicitation, but wish to offer suggestions or express concerns, please use the REMARKS section below. (Attach additional pages as needed.).

REMARKS:

---

---

Vendor Name: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_